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NFAC #5889-79

31 October 1979

## MEMORANDUM FOR THE RECORD

SUBJECT: Warning Working Group Meeting

1. The Warning Working Group met at 1315 on 26 October 1979 in Room 6E60 CIA Headquarters.
2.  Chief of W2, NSA, gave a short overview of NSA's program to exploit  ELINT. He was followed by  also of NSA, who gave a presentation on Project
3. Agreement was reached to hold future WWG meetings on Thursdays at 1315 to avoid Friday afternoon scheduling problems.
4. During a general discussion of procedures for Alert Memoranda, the following points were made:
  - a. Coordination of a draft with field elements and embassies would be left to the discretion of DIA, CIA and State. It is not routinely required, but should they desire to coordinate, they should let the responsible NIO know, and he will accommodate them, time permitting.
  - b. Electrical dissemination of the final AM to field commands and embassies is encouraged, and is the responsibility of DIA, CIA and State as appropriate. NIO/W will try to keep ORCON out of the classification.
  - c. An eye-catching, distinctive cover sheet would be useful. If we go the WASHFAX route to replace hard copies, the sheets could be pre-positioned. ANIO/W will investigate.
  - d. The group agreed to a proposal utilizing the NOIWON and WASHFAX for notification of the decision to do an AM, coordination of the draft, and dissemination. ANIO/W will draft a Community procedural guide and WWG members will then ensure internal procedures are established.

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5. No date was set for the next meeting. It will be called as required.

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Richard Lehman  
National Intelligence Officer  
for Warning

Distribution:

- 1 - WWG Members (by LDX)
- 1 - NIO/W Chrono
- ① - WWG File
- 1 - NFAC Registry

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MEMORANDUM FOR: Warning Working Group

The Product Review Division of the IC Staff conducted a study on the first 15 Alert Memoranda and presented it to the USIB in October 1975. As a result, USIB rewrote the "Procedures for Alert Memoranda" in December 1975. The PRD made a number of recommendations to which we have not responded. We have not:

1. Involved embassies and field elements in the coordination process.
2. Electrically disseminated the finished product to them.
3. Terminated defunct AMs.
4. Reduced distribution 

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5. Standardized a highly visible cover sheet.

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MEMORANDUM FOR: Warning Working Group

Attached is a cut-and-paste copy of the existing list of addressees for Alert Memoranda. Obviously it is a patchwork quilt. In the interests of establishing an orderly system, we would like to send all copies for one location to a single point and rely on internal distribution to reach the proper people. For example, all Pentagon copies might go to the DIA mail room, and would then be distributed through internal procedures to OSD, OJCS, DIA internally, and the Services.

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MEMORANDUM FOR: Warning Working Group

Coordination of Alert Memoranda has at times presented a formidable problem. The conflictive pressures of the need for timeliness and the quest for finished, precise language will always be with us. Difficulties in finding one voice which speaks for an agency need not. To partially resolve our problems, we propose two initiatives for your consideration:

- I. We need a central point of contact in each agency (DIA, NSA, CIA and INR) on whom we can rely to keep the coordination process moving. This person must have authority from his director to task appropriate analysts.
- II. We need a better notification system. We would suggest using the NOIWON and existing Ops/Alert Centers as follows:
  - a. Convene a NOIWON conference to alert that the drafting of an AM has begun. We would identify the subject, estimate when the draft would be LDX'ed, and set a coordination deadline. The NOIWON subscribers would establish appropriate internal procedures to notify analysts, the central point of contact (I. above), etc.

- b. Convene a second NOIWON when LDXing the draft. It would go to the Alert/Ops. Centers who would be responsible for internal procedures. At this conference they would furnish the responsible NIO the name of his coordinator.
- c. Convene a third NOIWON when the DCI has signed the AM and it is on its way to the printer.

The advantages of using our existing, 24-hour warning apparatus are many, and we see few if any disadvantages.